



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date <b>7-14-72</b>		<b>INSTRUCTIONS</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed <b>NOV 29 1972 383 DEC 4 1972</b>	
2. Agency Application No. <b>MS 603</b>		3. AGENCY, Division, Subdivision & Administering Office Address <b>State Merit System Examination Division 244 Washington Street, S. W. Room 572 Atlanta, Georgia 30334</b>		4. Person to Contact <b>Frances C. Balkcom</b> 5. Working Title <b>Division Director</b> 6. Tel. No. <b>656-2720</b>	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series Only those in current file		9. Exact Series Title <b>Test Question IBM Card File</b>			
10. What is the function of the office in which this record series is created?  These records accumulate as a result of administering a state-wide program of Personnel Administration and are created as a result of examining applicants for positions to determine eligibility for employment, including scheduling examination, making reservations, making public announcements, providing place of examination, <u>developing examinations</u> , conducting tests, grading exams, notifying applicants, providing information to Personnel Transactions Division.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).  (1) File relates to individual examination questions which are used to make up an examination.  (2) Single IBM cards containing one test question which is manipulated by computer to give random set of test questions to be used to construct new examinations.  (3) Filed by test subject.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				1 92	
Legal-size File Drawers				In Office(s) In Storage Area(s)	
7 1/2" X 3 1/2" IBM Card		15	13.8	7	
				This Year's Last Year's Preceding Year's All Prior Years'	
				1 1 N/A N/A	

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☐ [ ] ☒ [X]
15. Is the information contained in this series ever summarized or published? ☐ [ ] ☒ [X]  
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☒ [X] ☐ [ ]  
Examination questions are classified
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ [ ]  
Develop new examination questions
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☒ [X] ☐ [ ]  
Input for EDP examination question file
21. Does the record series contain documentation produced as EDP printout? ☒ [X] ☐ [ ]  
EDP print-out of examination questions
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [ ] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [ ] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept until superseded years:

a. ☐ [ ] STATE LAW    b. ☐ [ ] STATUTE OF LIMITATION    c. ☐ [ ] AUDIT PERIOD    d. ☐ [ ] FEDERAL LAW    e. ☒ [X] ADMINISTRATIVE DECISION    f. ☐ [ ] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ [ ] CALENDAR YEAR    - ☐ [ ] FISCAL YEAR    - ☒ [X] OTHER When superseded, then:
- ☐ [ ] Hold in the current files area        month(s)/        year(s):
- ☐ [ ] Transfer to ☐ [ ] State Records Center ☐ [ ] Local Holding Area; hold        year(s):
- ☐ [ ] Destroy.
- ☐ [ ] Transfer to State Archives for permanent retention.
- ☐ [ ] Destroy immediately after cut-off.
- ☒ [X] Other: (Specify) Destroy when superseded, obsolete, or no longer needed for reference

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Marvin E. Albright</i>	11/28/72		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	<i>Marvin E. Albright</i>	11/28/72
	State Auditor/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	<i>William M. Dixon</i>	11-29-72
	Secretary of State/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	<i>Carroll Hart</i>	11-29-72
	Attorney General/Designee <input type="checkbox"/> [ ] Approved <input type="checkbox"/> [ ] Disapproved	<i>R. M. J. Hill</i>	12-1-72

STATE RECORDS  
COMMITTEE